

MEETING MINUTES

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) BOARD MEETING

March 22, 2018

Michigan State Police (MSP) Brighton Post
4337 Buno Road
Brighton, Michigan 48114

BOARD MEMBERS PRESENT:

Col. Kriste Kibbey Etue, Chair
Chief Curtis Caid, Vice Chair
Undersheriff Michael McCabe
Ms. Lori Davis
Mr. Mike Thompson
Mr. Gene Adamczyk

ATPA STAFF PRESENT:

Spl/F/Lt. Scott Woodard, ATPA Executive Director
Mr. Tim Bailor, Program Coordinator
Ms. Sandy Long, Financial Specialist
Mr. Matt Helmkamp, Intelligence Analyst

VISITORS PRESENT:

Mr. Shawn Sible, MSP, Administrative Services Bureau
Ms. Nancy Becker Bennett, MSP, Grants and Community Services Division
Insp. Mike Johnson, MSP, Grants and Community Services Division

1. CALL TO ORDER AND OPENING REMARKS

The meeting of the Board of Directors of the ATPA was called to order by Colonel Etue at 1:30 p.m.

2. READING OF THE ANTI TRUST STATEMENT

Colonel Etue began the meeting by reading the anti-trust statement.

3. APPROVAL OF MINUTES – DECEMBER 15, 2017, BOARD MEETING

After confirming there were no comments regarding the minutes, Colonel Etue requested a motion to accept the minutes of the December 15, 2017, meeting. Mr. Thompson moved to approve the minutes and Chief Caid seconded the motion. Colonel Etue called for a vote and the minutes were unanimously approved.

4. ADDITIONS TO THE AGENDA

Spl/F/Lt. Woodard requested to add the Kohler Award presentation to the agenda. The Kohler Award presentation will be discussed under new business.

5. OLD BUSINESS

Equipment Purchase: Spl/F/Lt. Woodard reviewed information presented at the December board meeting. It was clarified that ATPA grantees will purchase approved equipment items according to their departmental purchasing guidelines and then request reimbursement from the ATPA.

After a short discussion, Colonel Etue requested a motion to approve ATPA-funded team equipment purchase requests as presented. Mr. Thompson moved to approve ATPA-funded team equipment purchase requests as presented and Mr. Adamczyk seconded the motion. Colonel Etue called for a vote on ATPA-funded team equipment purchase requests as presented and it was unanimously approved.

Spl/F/Lt. Woodard updated the board on the Help Eliminate Auto Thefts (HEAT) collaboration. The current proposal includes moving the HEAT tip line to the MSP Operations Section. A meeting between the Operations Section and ATPA staff is scheduled for April 17, 2018, to continue working on changes required to proceed with the transfer of the HEAT tip line. ATPA board members were invited to attend this meeting.

6. NEW BUSINESS

Mr. Helmkamp presented duties of the ATPA Intelligence Analyst, including examples of cases and intelligence analysis work products. Funding the ATPA Intelligence Analyst at 100 percent was discussed. The board agreed to fund this position at 100 percent for the remainder of fiscal year (FY) 2018, and then to revisit this full funding for FY 2019.

After a short discussion, Colonel Etue requested a motion to approve funding the ATPA Intelligence Analyst at 100 percent for the remainder of fiscal year 2018. Undersheriff McCabe moved to approve funding the ATPA Intelligence Analyst at 100 percent for the remainder of fiscal year 2018 and Mr. Thompson seconded the motion. Colonel Etue called for a vote to approve funding the ATPA Intelligence Analyst at 100 percent for the remainder of fiscal year 2018 and it was unanimously approved.

Spl/F/Lt. Woodard reviewed the return on investment and the cost involved with ATPA-funded prosecutors' offices. These costs have become exorbitant in locations with smaller caseloads. The board asked Spl/F/Lt. Woodard to inform all ATPA-funded prosecutors that the board will be reviewing these grant requests in detail at the August grant hearings.

Spl/F/Lt. Woodard discussed updating the ATPA bylaws so they are compatible to the updated Plan of Operation. The MSP legal section reviewed the bylaws and recommended removing the honorary membership section. Spl/F/Lt. Woodard will send out an updated copy of the bylaws in track changes for the board's review. This will be added to the next meeting's agenda for final approval.

Ms. Long presented the board with a detailed expenditure report which included ATPA grant and administrative expenses. This information was requested by Undersheriff McCabe at the December board meeting. In addition, Undersheriff McCabe asked for an explanation of the DTMB fee charged to the ATPA and a payroll breakdown for ATPA administration, including dates of personnel change and if/when the board voted on administration changes.

Spl/F/Lt. Woodard requested to change the Kohler Award presentation to the ATPA annual training conference scheduled for May 17, 2018. This change will enable the recipient of the award to be acknowledged among their peers.

After a short discussion, Colonel Etue requested a motion to change the presentation of the Kohler Award to the ATPA annual training conference. Chief Caid moved to approve the change and Mr. Adamczyk seconded the motion. Colonel Etue called for a vote on the update to the Kohler Award presentation and it was unanimously approved.

7. PUBLIC COMMENT

No public comment.

8. NEXT MEETING

Board members decided to cancel the May meeting; the next ATPA meeting will be August 30, 2018, at 9 a.m. at MSP Headquarters, 7150 Harris Drive, Dimondale. This is immediately before the ATPA Grant Hearings.

9. ADJOURNMENT

Colonel Etue requested a motion to adjourn. Mr. Thompson moved to adjourn and Chief Caid seconded the motion. Colonel Etue called for a vote. The motion was unanimously approved and the meeting was adjourned at 3:13 p.m.

APPROVED:



Spl/F/Lt. Scott Woodard, Executive Director
INSR MICHAEL JOHNSON